RTD
SERVING NORTH CENTRAL NEW MEXICO

North Central Regional Transit District
Board Meeting
Friday, March 5, 2010

1. CALL TO ORDER:

A regular monthly meeting of the North Central Regional Transit District Board was called to order on the above date at approximately 9:00 a.m. by Chair Rosemary Romero at the Santa Fe County Commission Chambers, 102 Grant Avenue, Santa Fe, New Mexico.

a. Pledge of Allegiance

b. Moment of Silence

c. Roll Call

Roll call indicated the presence of a quorum as follows:

Members Present:

Los Alamos County	Councilor Michael Wismer, [T] Mr. Tony Mortillaro
Rio Arriba County	Mr. Tomas Campos
San Ildefonso Pueblo	Mr. Raymond Martínez, Ms. Sandra Maez
Pojoaque Pueblo	Governor Cameron Martínez, Mr. Tim Vigil
City of Santa Fe	Councilor Rosemary Romero, Mr. Jon Bulthuis
Santa Fe County	Ms. Penny Ellis-Green
Tesuque Pueblo	Mr. Larry Samuel
Taos County	Mr. Sammy Pacheco

Members Absent

City of Española
Ohkay Owingeh
Santa Clara Pueblo

Staff Members Present

Ms. Josette Lucero, Executive Director
Mr. Jack Valencia, Transit Project Manager
Ms. Cynthia Altheyab, Executive Assistant
Ms. Berlinda Ledoux, Financial Analyst
Mr. Ivan Guillen, Assistant Regional Coordinator
Mr. Mitch Davenport, Facilities Manager
Mr. Mark Basham, Counsel for NCRTD

Others Present

Mr. Joe Browning, Browning-Ellis Architects
Ms. Lisette Ellis, Browning-Ellis Architects
Mr. Pablo Sedillo, Sen. Jeff Bingaman's Office
Mr. Andrew Jandáček, Santa Fe County
Mr. Hvtch Miller, Santa Fe County
Mr. Chris Moquino, Tesuque Pueblo

d. Introductions

Those present introduced themselves.

e. Approval of Agenda

Mr. Vigil moved to approve the Agenda as presented. Ms. Ellis-Green seconded the motion and it passed by unanimous voice vote.

f. Approval of Board Meeting Minutes, February 5, 2010

Governor Martínez moved to approve the minutes of February 5, 2010 as presented. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

g. Public Comments Regarding Transportation Items or Issues

There were no public comments.

2. PRESENTATION:

a. Jim West Regional Transit Center – Project Update

Ms. Lucero introduced Joe Browning, Lisette Ellis and Mitch Davenport, the facilities manager. She said they had been working on the internal schematic.

Ms. Ellis noted that the Board had seen this before but now had what the Board had instructed. The drawings represented the end of the schematic design phase. In the handout was an update on the budget so the Board could review that too.

They found a way to do light maintenance in the building as long as it didn't include engines. She reviewed the floor plan of the main building and showed a perspective of the site.

She reviewed the details of the site plan as if they were walking around the building on the site.

She pointed out that the landscaping would be more fleshed out than the drawing showed. The A/C units would be on ground and screened by landscaping on the south and east. They were trying to locate them in a less visible way and not have to penetrate the roof.

Chair Romero said at the meeting in Española they had a review of the schematics and this had gone through the committees. The handouts covered budget and scope of work.

Ms. Ellis said the site development was a large portion of the construction budget.

Mr. Mortillaro noticed that furnishings were not included and wondered how the staff was going to address that in the future.

Mr. Valencia said they were fortunate that the furnishings they already had could be transferred into the new facility and add limited new furnishings for the drivers' room.

Mr. Mortillaro said communications wiring would be installed. The IT consultant would help with security and communications.

He asked what would happen with the ATM on the property.

Mr. Davenport said the ATM was leased at $550 per month. It was currently was a drive up and would become a walk up. The lease would stay the same. It would end in one year and the Board could decide whether to keep it or not.

Chair Romero thought until they had a feel for traffic, they might as well keep the revenue coming in.

Mr. Davenport explained that the lease was written so if the Board broke the lease, the bank could come for loss of revenue and that could be substantial. And there might be a time during construction when electricity had to be turned off. They would try to keep that at a minimum.

Chair Romero added that the costs for IT could be higher than expected and should be reviewed by

Finance.

Mr. Mortillaro agreed.

Chair Romero thanked Ms. Ellis for the presentation.

3. ACTION ITEMS APPROVAL/DISCUSSION:

a. Acceptance of NCRTD 2008 Audit

Ms. Berlinda Ledoux was introduced by Chair Romero. Chair Romero said this was the NCRTD's first audit on its own and they had a plan for the concerns that were raised.

Ms. Lucero said Ms. Ledoux was the Financial Analyst that the Board approved last December. She had accomplished a tremendous amount of work and worked with the auditor.

Ms. Ledoux presented the 2008 audit. It was 41 pages and she focused on the findings. Of the 13, 11 were on internal controls (pages 21-22). The remaining two were relative to compliance on page 23-24. Those dealt with federal grants and they were trying to meet the requirements of OMB A-133. Two were repeated findings and 11 were new findings.

She reviewed each one of them and explained that some would be repeated next year because of the purchase of new software during this fiscal year.

6-1 - due date - They were delayed because this was the first year on our own and Santa Fe City's was late last year. (page 26).

7-1 was missing docs - page 27. The number of sample docs that were selected - there was missing documentation. We have to tighten up our own internal processes and everyone was familiar with procurement requirements.

8-1 dealt (28) with cash disbursements - lack of segregation of duties and internal controls. It was on page 30 as Ex 1 and provided by the auditor for a check list on bank reconciliations and Ms. Lucero would review and sign off on them.

8-2 was cash receipts - lack of segregation of duties (31). Only one person was responsible for receiving cash. They needed to have a separation of duties with a different person depositing and a 3rd person posting. They were currently doing it that way.

8-3 page 33 - they were required to have I-9s on file and verification of hourly wages being paid for all employees. This happened with employees that were transferred from Española or Rio Arriba County. They hired a Human Resources analyst to go through the files to insure compliance and were taking care of the internal process to make sure that happened.

8-4 - dealt with controls over the General Ledger (page 34) - the financial analyst was hired to do General Ledger activities. Her main job was to correct records and make them straight. Now that the audit was finished she would quickly take care of that.

8-5 - certification of capital assets annual inventory (page 35) - it had not been done according to the statute. The Financial Analyst would be responsible. She provided the auditor with the inventory of vehicles and he did the depreciation for her. She believed the new software would track that depreciation.

8-6 - was computer password (page 36) - There was only one password assigned for all staff and the new software had a separate password for each person. So it had been addressed and the software would track who was in the program.

8-7 - federal and state grants - multiple adjustments were needed to reconcile the activity. The new software would address this issue but it was just installed in October so it might still be a finding next year. (37)

8-8 dealt with debit cards (37) - access of debit cards should be limited. They were having P cards issued and would follow up on it. They already decided who would be issued one of those. It was assigned to them with a detailed statement. The debit card was being used and was an internal control weakness.

8-9 - missing documentation on personnel files. (38). The HR Analyst would make sure all payroll records were compliant.

8-10 (39) - approval of journal entries - in the old software they had to do journal entries each month to allocate expenses and couldn't do it without spreadsheets. This was also resolved by the new software. Upper management needed to approve those so she needed to create a review/approval form for Ms. Lucero to sign off.

8-11 (39) - recording revenues and changing general ledger entries. The auditor might not have had the latest data dump. It was preliminary and the auditor was working off of an older version. They were not changing entries.

Chair Romero recounted that the organization grew from very small with someone else doing the auditing and one person doing all the tasks. Now the RTD was on a roll and improving.

Ms. Ledoux said if they showed that they were following what he suggested with a good faith effort the auditor would credit them with it.

Mr. Mortillaro said the Finance Committee reviewed these and commented on them. The Committee felt the staff responses were appropriate and would deal with the issues. They were confident that eventually they wouldn't have any findings.

Ms. Lucero said with the acceptance of the audit staff would send them to FTA, NMDOT, etc.

Chair Romero asked that it also be sent to each member entity.

Ms. Ellis-Green moved to approve the audit report. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

Chair Romero introduced Mr. Pablo Sedillo from Senator Bingaman's office.

Ms. Lucero announced that Ms. Sandra Maez was now the designee for San Ildefonso and Mr. Raymond Martínez moved up to member.

b. Approval of Resolution 2010-002 / First Amendment to FY 2010 Budget

Ms. Lucero clarified that this was their first amendment to DFA and they would do a year end. The resolution and budget were to be amended and Ms. Ledoux could provide detail. But it was on the contracts with tribes to provide services.

Ms. Ledoux said the spreadsheet with the yellow on it was the detail. This had GRT, 5311 and tribal contracts included. The changes were in salaries; they had not budgeted tribal contracts before. On page 3 it showed $10,411,696 was the new total.

Ms. Lucero explained that this total tied into the new budget reports. For tribal transit grants they had Tesuque, San Ildefonso and Santa Clara. They were just approved by FTA and the drawdown would be done today. She would send each tribe an electronic invoice to their bank.

Chair Romero reminded the Board that they had used Quick Books. This new system would give the kind of data that was clear and easier to read.

Mr. Campos moved to approve Resolution 2010-002. Ms. Ellis-Green seconded the motion and it passed by unanimous voice vote.

c. Approval of Proposed Budget & Expenditure Reports

Ms. Lucero asked for approval of the two new reports. The first one was GRT and the Finance Committee liked it. It showed month by month tax collected and revealed they were 4% above budget.

Chair Romero reminded them that Ms. Kaplan had gone much lower than projections. She thought it was going to be much lower.

Mr. Valencia said her conservative numbers were there as assumptions. The Finance Committee budgeted 75% of expectation and actually received 10 payments in the 9 months.

Ms. Ledoux had nothing more to add. If the format needed to be changed in any way, she said she

could do it.

Chair Romero asked Mr. Campos if this was the format he wanted.

Mr. Campos agreed and said he would like it on whole budget as well. Ms. Ledoux said they could do that.

Ms. Lucero said the second report was on the Finance Committee agenda for months and they were to research what other RTDs were doing. This matched up with the budget going to DFA. This one showed YTD to determine if any budget adjustments would be needed.

Ms. Ledoux said they might also want a percentage column.

Mr. Campos agreed.

Mr. Mortillaro asked if on page two, the last four items had no expenses.

Ms. Lucero said there was a separate breakdown for this.

Ms. Ledoux said she would make sure those were in there next time.

Mr. Vigil moved to approve the proposed budget and expenditure reports. Mr. Bulthuis seconded the motion and it passed by unanimous voice vote.

4. DISCUSSION ITEMS

a. Legislative Update

Mr. Valencia provided a legislative update for federal and state levels.

On the Federal side, he noted that Mr. Pablo Sedillo was here today. Senator Bingaman was very instrumental with several projects including the $445,000 grant last year in addition to stimulus monies. This year he sent in a request and Mr. Sedillo acknowledged receiving it. It was a $2.1 million application for a stand-alone maintenance facility, parking and an enclosed part of the building. Senator Bingaman's office has always been responsive and the RTD has been fortunate with these awards.

Mr. Sedillo congratulated Chair Romero at her election. He said they received the application to process .Senator Bingaman has always been supportive of transit in rural areas especially in places we haven't been able to serve before. Hopefully they could bring some new money to NCRTD. He added that Senator Bingaman indicated an interest in being present at the ribbon cutting for the new facility. He asked if it would be in September

Ms. Lucero said it would be in February.

Mr. Sedillo felt that was great timing. He would be here in New Mexico at that time.

Mr. Valencia asked Mr. Sedillo to convey the RTD's thanks to Senator Bingaman for his efforts on the RTD's behalf.

He added that in the new authorization the increased spending in tribal transit was introduced by Senator Bingaman. A total of $12 million was authorized for all tribes in the country and increases would be much appreciated.

Mr. Sedillo agreed to be at the meeting in Los Alamos.

Mr. Valencia reported they made some applications to Senator Udall and to Representative Ben Ray Luján's offices in similar amounts. They were invited to have additional applications to Senator Udall's office for tribal capital equipment. He hoped that the delegation working together could approve some of those.

Mr. Valencia said regarding state legislation that the regular session ended without a budget and finally was reach yesterday. The NCRTD was not included in capital outlay but had nothing taken away because what had been received had already been spent.

Secondly, they worked with the New Mexico Association of Counties and the Municipal League against an effort by TRD to capture a quarter cent for administration that would have cut $22,000 from the budget but that failed.

b. Finance / Regional Coordination & Consolidation Subcommittee Report

Mr. Mortillaro shared the work of the Subcommittee. They had Bruce Risieri from Metro Transit speak to them on new technologies and whether RTD would consider participating. The Committee felt it was exciting and would like to consider participating. The Committee was bringing that to staff to consider.

They discussed the audit and financial reporting that was approved today.

They considered screening physicals at hiring in order to keep workers' compensation claims in check.

They discussed charter services for things like conventions in Santa Fe. The committee ended up tabling the issue and asked staff to bring more information at a future date.

They discussed two regular routes - Alcalde regular and express routes which had decreases in ridership and they decided to ask that those routes be kept. The Alcalde route recommendation was to return to the previous scheduling. The committee recommended that and elimination of two express trips and asked for a report back in six months. There was quite a bit of discussion on it.

They discussed the board assessment and agreed to work on it further.

Chair Romero noted that Christina Cordova did some marketing analysis and determined that when gas prices go down the RTD ridership goes down.

Chair Romero thanked Mr. Mortillaro for chairing that committee noting it had very long meetings.

c. Tribal Subcommittee Report

Mr. Vigil asked Mr. Valencia to present his report first.

Mr. Valencia said they met on February 16th and among other things, discussed the SWTA conference. He said James Chancellor just resigned his position. They discussed the progression of the intergovernmental contract, the Santa Fe County funding and the Tribal grants. They worked on how to approach the grants and made separate and joint funding applications and tried to determine their best chance.

Last year Ms. Trujillo did an analysis on how to stretch funding for tribal transit services. They were going to extend the contract and most of them would be provided through 2011.

They had a request for meeting with Santa Fe RPA members to share their concerns. It was now scheduled on March 19th and hoped they would have something for the April meeting.

Mr. Vigil requested that Ms. Lucero and staff provide a breakout on expenditures of the tribes' grants. The pueblos would like to see the line item expenditures.

Ms. Lucero agreed to present that at the tribal meeting.

Mr. Vigil agreed and asked for a copy ahead of time.

They discussed the GRT issue. Because the three tribes here today were within Santa Fe County, they were looking at the grants and how they were set out to cover the costs of the routes. They wanted to know what the county's responsibility for the tribes within the county were.

Chair Romero said she would be chairing the RPA and Ms. Ellis-Green would be at the March 16th meeting with Commissioner Stefanics and the agenda had been set. They would have new representatives and leadership changes at that meeting. The City would start doing the staffing for RPA in April.

Ms. Ellis-Green said County staff had worked on the numbers for county transit and tribal transit. This would be heard in April in case some routes need to be changed.

Ms. Lucero said the County had asked the RTD for the same information breakdown. She agreed to have that by the 17th to Ms. Ellis-Green and they would meet on the 17th at 4:00. On the 19th was the Finance Committee that would put the Tribal Committee on the agenda.

Mr. Valencia asked if the Tribal Committee wanted to meet on the 16th which was their regular day or just meet on the 19th.

Mr. Vigil thought they should meet on the 16th for their regular meeting and if they could have the budgets on the 16th then one committee member could be at the RPA.

Chair Romero said they had an item on the RPA agenda for reports from other agencies.

Ms. Ellis-Green said it would help at the April meeting.

Mr. Campos added that Santa Fe had some responsibility for Chimayó and Española. With a new Española representative coming in that question would also come up there.

Chair Romero said Mr. Campos' question was an equity issue for who was paying for what.

Mr. Campos said it didn't need an answer now but it would come up.

Ms. Ellis-Green said were also looking at which routes to share with Rio Arriba County and Española too.

Ms. Ellis-Green called attention to Commissioner Stefanic's email on funding. This might be a good time to bring it up. Santa Fe County was estimating their GRT a little lower next year. Also the loss of Los Alamos GRT funds meant they needed to look at what funding would be achievable.

Commissioner Stefanics asked Ms. Ellis-Green to bring up the possibility of people paying for rides. People from southern Santa Fe County sent emails that they would be willing to pay for their rides if the route was going to be cut.

Chair Romero - at one of our strategic planning events we looked at what we would like in the next 5 years. Paying for riding was a topic. It might be timely again to do another planning effort. The playing field has shifted a lot = a wide variety of financial issues that might be timely now.

Ms. Lucero said they did receive her email. She was torn between those choices. Staff would do what the Board decided but for the six riders in Edgewood, that wouldn't be able to pay for the costs. The free fares went to the end of December but they could start looking at it sooner.

To purchase fare boxes for each bus and hire a person to deal with them the analysis found it would be a wash. Ridership goes up with free rides. So there were lots of things to consider. She didn't know what would change.

Chair Romero said the re-evaluation would happen in the fall. By September, the Board needed to look at the numbers and make a final decision by December.

Mr. Vigil said the tribes would put together some areas of concern for the RPA meeting. The RTD might not be able to answer them but maybe the RPA could. To be represented there was important.

Ms. Ellis-Green said the agenda was posted but it could be amended.

Chair Romero asked that it be amended to include an opportunity for the tribes to ask the questions.

d. Executive Report for January & February 2010

Ms. Lucero referred to her reports in the packet for January and February. She said they started the new Chama route twice a week.

The marketing effort was pretty extensive .Ms. Cordova had been working hard with radio stations, flyers, newspapers, meeting with commissioners, etc.

Mr. Bulthuis noted the item about looking for a fleet manager and asked if that was to take in some maintenance.

Ms. Lucero agreed. They needed someone who knew mechanics and where to turn for warranty work, etc. In the org chart were three route supervisors and they only had two so they could fill this job with that position. They needed somebody in that field to help out.

e. NCRTD Ridership Reports for December 2009 & January 2010

Chair Romero referred Board members to the information in the packets.

Ms. Lucero said ridership for January broke all records- over 8,000 rides per month. They were continuing to see increases.

Ms. Ellis-Green said it looked like ridership on the G line went down again.

Ms. Lucero said that was correct so the RPA had decisions to make. Staff had done heavy marketing down there.

5. MATTERS FROM THE BOARD

Chair Romero noted that Lorenzo Valdez announced that he was retiring from his position as Rio Arriba County Manager and it looked like Mr. Campos might become County Manager

Mr. Campos said the appointment would happen on April 1.

6. MISCELLANEOUS

There were no miscellaneous items to consider.

7. NEXT BOARD MEETING: FRIDAY APRIL 2, 2010 LOS ALAMOS COUNTY

The Board discussed possibly moving the meeting date. After some discussion, the Board decided to meet in Los Alamos on April 16th at 9:00.

Mr. Vigil asked if the Board could get a calendar of all NCRTD events. Ms. Altheyab agreed to share the schedule.

Ms. Ellis-Green announced that the RPA meetings were held on the 3rd Tuesday at 4:00 p.m.

8. ADJOURN

Mr. Vigil moved to adjourn the meeting. Ms. Ellis-Green seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 10:45 a.m.

Approved by:

R. Romero

Rosemary Romero, Board Chair

Attest:

Michael Wismer

Michael Wismer, Secretary

Minutes submitted by

Carl Boaz